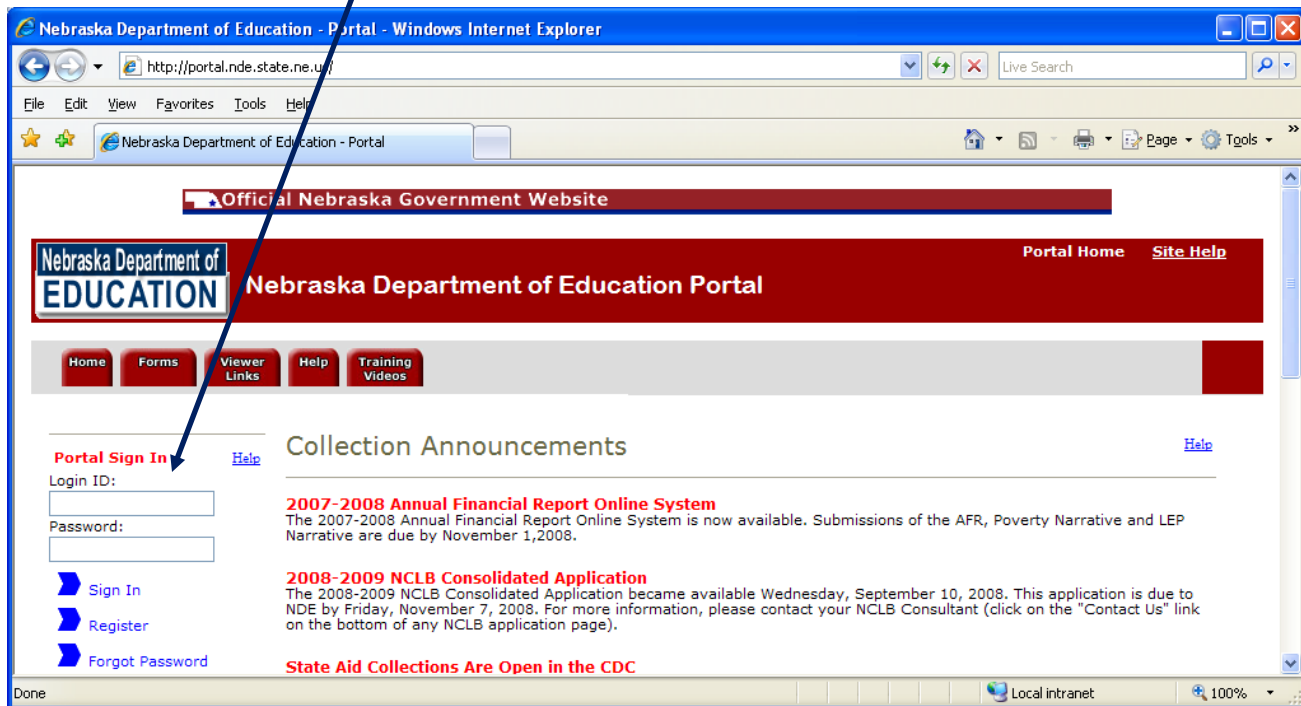# ERATE VALIDATION REPORT

The Erate Validation Report is available to provide the qualified population Free and Reduced lunch counts that are used to calculate the percentage of discount when applying for Erate funding. The data is generated from the official Fall Membership submitted by Districts each year. In the event of audit, it is essential that the data be accurate and verifiable.
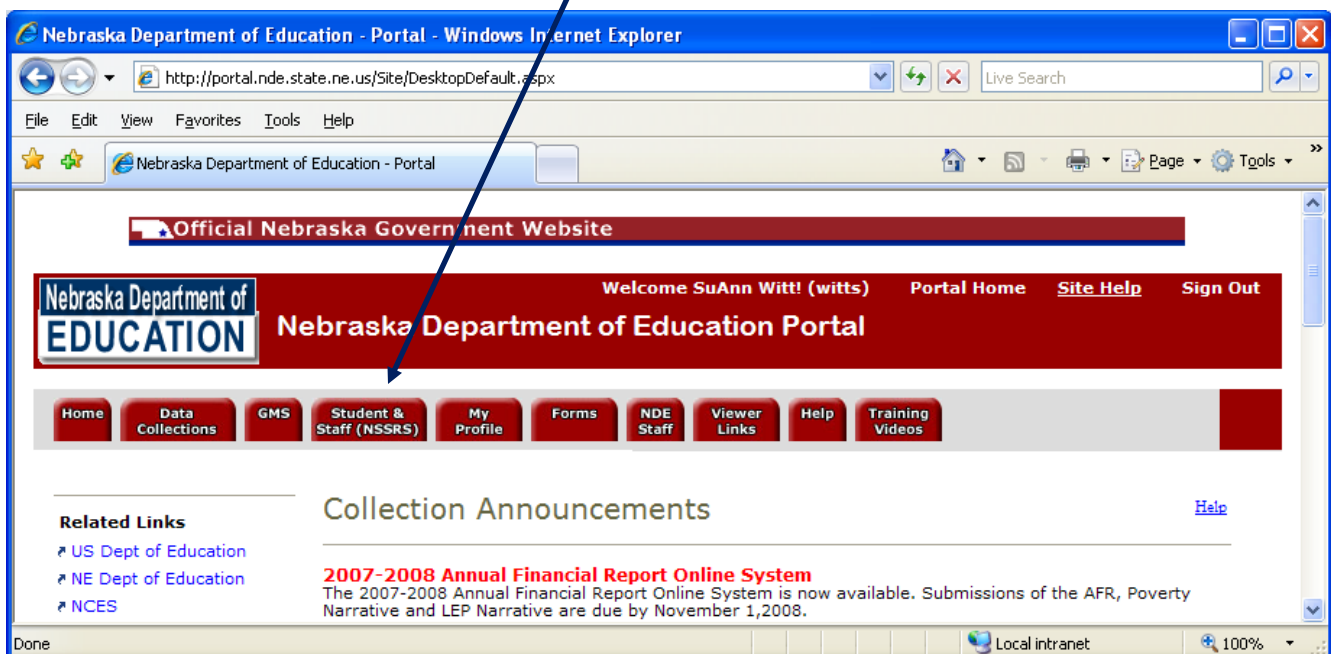
Instructions for generating the Erate Validation Report:

Note: A valid login and permission are required to access the report tool.

1. Login to the NDE Portal at http://portal.nde.state.ne.us/

2. Click on the tab labeled "Student & Staff (NSSRS)"

3. Click on the option NSSRS Validation

4. The table in the middle of the screen labeled "Template Name" will indicate errors and warnings with the District's submitted data. If any errors exist, please correct them before running any reports. The data will not be accurate until all errors have been corrected.

5. When the data is accurate, click on the link titled "Verification Reports".

Note: If a report for a prior year is needed, change and submit the year change before clicking the Verification Report option.

6. This screen provides several reports. Scroll to Erate Report and click on "View Report".

7. The system will generate a report that is suitable documentation for the Schools and Libraries Program of the Universal Service Fund. Print and obtain the Superintendent's signature. Copies of this report should be filed with any Erate funding requests submitted for the fiscal year. Districts, ESUs, and the State CIO may require copies of this report for Erate document retention requirements.

[print icon]

8. When finished, click on "Exit" and sign out of the Portal as usual.

9. Contact the NDE Help Desk at 888-285-0556 if you have any difficulty generating these reports.

Note: A valid login and permission are required to access the report tool.